Reports

ACCESSING ACMS REPORTS

To access ACMS Reports you must first login to the ACMS system. Perform this by following the instructions for logging into eAuthentication at the beginning of this manual.

Once you have been logged into ACMS you will be taken to the ACMS home page. From here you can access reports by selecting the report drop down on the top navigation.
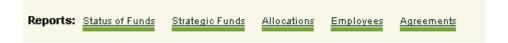

By moving your mouse over the Reporting tab will provide you with a list of reporting categories.

To be able to run a report category simply click on the name and a new window will be launched providing the home page for the reports.

A second way to run reports is from selecting one of the quick links that are available at the top of most pages. Again simply click the report name you require and it will launch a new window.

Allow time for the reports to launch, they are accessing financial detail data and summary data as needed, please be patient while this process takes place.